



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FIN INV & FORECASTING PROG TECHN II

Job Number: 20001772

Job Code: 94520V000101

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 05/01/1990

Job Revised: 05/16/2008

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs basic economic analysis of factors that affect the investment climate in which state funds may be used. Assists in maintaining the forecasting models of the state for predicting incoming revenue and identifying factors used in these models. Supports other professionals in the design of the state's tax exempt bonds. Maintains general information relative to the state's investment and debt management programs. Learns and implements state debt and investment policies. Learns to assist in maintaining computer models; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in economics, business administration, mathematics, public finance, accounting or a related field.

EXPERIENCE:

Must have one year of experience with a financial institution, corporation, college, university, state, local or federal government in financial analysis, economic analysis, tax administration, financial planning, cost analysis, credit analysis or loan analysis, accounting, or a related field.

Substitute EDUCATION for EXPERIENCE:

Graduate study in economics, business administration, mathematics, public finance or a related field will substitute for the required experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in any of the above areas will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under the direction of senior staff, evaluates and analyzes short-term money market events pertinent to the office and the state. Analyzes and evaluates projects proposed by state agencies, authorities, corporations, etc., for bonding and investing. Provides analytical and document support for state bond issues. Executes basic fixed income transactions of state funds placed in Kentucky financial institutions. Performs computer analysis of possible investments for enhancing state funds. Works with the results of the output from standard economic forecasting models. Practices standard economic techniques such as regressions. Performs detailed reviews of existing and proposed legislation looking for impact on the debt management and investment programs of the Commonwealth. Assists in maintaining data base with all necessary financial, demographic and commodity information necessary for good forecasting. Analyzes economic conditions to assess impact with respect to both short term and long term revenue receipts.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Minimal travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.